Small Purchase Waiver Form

Upload this form as an attachment, along with vendor quotes with Purchase Requisition created in the P2PO system (PeopleSoft).

**Background and Instructions:** Small Purchase Waiver Form, is an approved document for the Competition Requirements for Small Purchases of $20,000 or more up to $99,999.99. Any uncertainty regarding appropriate documentation for this purchase should be directed to the Procurement Services and Contract Management team.

**Purpose:** To ensure reasonable competition (pursuant to Section 4.2020 of the IL Administrative Rules) the University requires the submission of multiple quotes for requisitions that are considered a small purchase of $20,000 or more up to $99,999.99. In certain scenarios, the University may not be able to obtain multiple quotes from vendors that meet the needs of the University. In the event a requisition is submitted without multiple quotes, this Small Purchase Waiver Form must be submitted in lieu of multiple quotes.

**Small Purchase Waiver Requirements:**

Check all that apply:

- [ ] Supply or service only available from single vendor (Exclusive).
- [ ] Brand name product not available from multiple vendors.
- [ ] Supply base not available that can meet the regional or geographic requirements for the product or service.
- [ ] Supply or service quoted by the lowest-quote vendor was not compatible with the needs of the University (Compatibility).
- [ ] Supply or services quoted was not able to be provided in the time required by the University.
- [ ] Urgent need for the supply or service that does not allow time to obtain multiple quotes. Urgent need must be further justified to identify the urgency (Emergency).
- [ ] No BEP/Veteran businesses listed on the CMS website.
- [ ] No response received from BEP vendor(s) solicited.
- [ ] Requirement was previously competed under a NIU RFP, IFB, QBS, or Sole Source.
- [ ] Other (please describe)
Provide qualifying information for your selections above:

Estimated Dollar Amount: $ _________________ Requisition Number: _____________

Brief Description of Purchase:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

I understand that the information provided in this waiver is a truthful and accurate representation of the small purchase referenced.

- A new waiver must be completed for a new/subsequent purchase.
- It is in the best interest of the University to obtain multiple quotes.
- It is a shared responsibility to consider Business Enterprise Program (BEP) certified and Small Businesses when making a purchase. For more information visit www.sell2.illinois.gov.

Signature: _______________________________ Date: ______________________________
Name: __________________________________ Title: ______________________________
Email: _________________________________ Phone: _____________________________

Use the space below for additional documentation.
Definitions:

**Exclusive**: Vendor is the only one capable of providing specified product or service (e.g. unique part for a device or maintenance).

**Emergency or schedule requirement**: Failure of a device/device part, unusable device/device part, and/or incompatible device/part required an immediate purchase to avoid loss of data, research results, programmatic delays or harm to program participants.

Processing time: Vendor turnaround time to produce the good or service facilitates research and programmatic timelines required under the award.

**Compatibility**: The item purchased must be integrated into an existing device, experiment or research effort, or instructional sequence.